

SECRET
SECURITY INFORMATION

Executive Registry

2-9052

AR-D-1065

MAY 14 1952

MEMORANDUM FOR: DEPUTY DIRECTOR (ADMINISTRATION)

ATTENTION: Chief, Organization and Methods Service

SUBJECT: Request for Opc Headquarters T/O Adjustment

REFERENCE: (A) Memo for CAL dated 31 March 1952
Subject: Commercial Division Personnel

(B) Memo for ADPC dated 8 April 1952
Subject: Commercial Division T/O and Ceiling

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1. Approval is requested for an increase of [REDACTED] positions in the T/O of the Commercial Division, Opc. These positions represent the immediate needs included in the present estimate of personnel requirements for FY 1953 as indicated in the attached memoranda. They include the following:

GS-15 Business Analyst
GS-14 Business Analyst
GS-13 Business Analyst
GS-6 Secretary
GS-5 Secretary

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The modified list reflects immediate requirements without altering the necessity for the additional requirements for the fiscal year.

2. The increase represents a net increase over and above the [REDACTED] Headquarters positions outlined in my memorandum of 24 March 1952, subject as above.

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25X1A9a

Chief, Administration
and Logistics, Opc

ATT: Reference A & B

CC: CM

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